



BURY HOSPICE

Fundraiser Application Pack July 2026





Fundraiser

Welcome from Stuart Richardson

Chief Executive

Thank you for your interest in joining Bury Hospice. We are entering an exciting period of innovation, and there has never been a more meaningful time to join us. Our mission goes beyond care — it is about offering comfort, dignity and hope to people and families when they need it most. Every person who joins our organisation helps strengthen that mission and shapes the future of hospice care in Bury.

We are looking for a motivated and enthusiastic Fundraising Officer to join our Fundraising Team. This is a varied and rewarding role where you will support fundraising across community, events, corporate partnerships and individual giving.

You will act as a key point of contact for supporters, providing excellent care, building strong relationships and helping people find the right way to support the hospice.

What you will be doing

- Deliver a range of fundraising activities and campaigns
- Build relationships with supporters, community groups and local businesses
- Support hospice and community-led events
- Provide excellent supporter care and engagement
- Monitor performance and identify opportunities to grow income

About you

- A confident communicator who enjoys working with people
- Well organised with the ability to manage a varied workload
- Experience in fundraising, events, sales, marketing or a similar role
- Positive, proactive and passionate about making a difference

If you would like to find out more or have any questions, please contact people@buryhospice.org.uk.

Wishing you the very best of luck with your application.

Stuart Richardson

About Bury Hospice

Bury Hospice provides compassionate, specialist palliative and end-of-life care to people and families across the Bury community. Our values of compassion, dignity, respect, excellence and collaboration guide everything we do.

Mission, Vision and Values

Mission: To provide exceptional holistic care to those facing life-limiting illness.
Vision: A community where everyone receives the care they need, when they need it.
Values: Compassion • Dignity • Respect • Excellence • Collaboration

Employee Benefits

- 27 days annual leave plus bank holidays
- Hybrid working arrangements, with a mix of on-site and remote working depending on organisational needs
- Employee Assistance Programme
- Pension scheme
- Training and development opportunities
- Free on-site parking
- On site café available to staff

How to Apply

Please submit your CV and supporting statement to people@buryhospice.org.uk. Include a short summary of how your experience meets the role criteria and why you would like to join the Bury Hospice team.

Our closing date is Friday 10th July 2026

Full Job Description

Job Title:	Fundraiser
Reports to:	Head of Fundraising and Business Development
Location:	Bury Hospice, Rochdale Old Road, BURY, BL9 7RG
Direct Reports:	Responsibility for a group of volunteers
Hours:	37.5 hours per week (flexibility required, including evenings and weekends)
Salary:	£28,500 - £32,640

Purpose of Role

To develop and deliver a varied programme of fundraising activity across a range of income streams including community, events, corporate partnerships and individual giving.

The post holder will act as a gateway to fundraising activity at Bury Hospice, enabling supporters to engage in a way that works for them, while building strong relationships and delivering excellent supporter care.

You will work collaboratively with colleagues to grow income, identify new opportunities and ensure supporters feel valued, informed and motivated to continue their support.

Main Duties & Responsibilities

1. Fundraising Delivery

- Support the delivery of fundraising activity across community, events, corporate and individual giving
- Contribute to achieving income targets and agreed objectives
- Help plan and deliver a calendar of fundraising campaigns and events
- Identify opportunities to develop new income streams and supporter relationships
- Build and maintain a pipeline of supporters and fundraising opportunities

2. Supporter Engagement & Care

- Build strong, positive relationships with supporters, community groups and corporate partners
- Provide excellent supporter care, ensuring all supporters feel valued and understand the impact of their support
- Act as a key point of contact, offering guidance, encouragement and support
- Provide a range of fundraising options so supporters can engage in ways that suit them
- Represent Bury Hospice through talks, presentations and local networking opportunities

3. Events, Community & Corporate Fundraising

- Support the planning and delivery of hospice-led and supporter-led events
- Work with local groups, schools, organisations and businesses to raise income and awareness
- Assist in developing relationships with corporate supporters and local partners
- Ensure all fundraising activities are delivered safely and in line with regulations and hospice policies

4. Monitoring, Reporting & Performance

- Monitor and evaluate fundraising activity, using insight to improve performance
- Support income tracking, budgeting and forecasting
- Contribute to measuring return on investment (ROI) and value for money
- Maintain accurate and up-to-date supporter records on the database

5. Marketing & Communications

- Work with Marketing and Communications to promote fundraising opportunities
- Help develop engaging stories and content that demonstrate the impact of the hospice
- Support the use of social media, PR and local networks to increase awareness and income

6. Volunteers

- Support the recruitment and coordination of fundraising volunteers
- Help ensure volunteers feel supported, informed and valued

7. Continuous Improvement

- Contribute ideas for new fundraising activities and ways to improve supporter experience
- Keep up to date with fundraising trends and share learning with the team

8. General

- Act as an ambassador for Bury Hospice at all times
- Work collaboratively across teams to maximise opportunities
- Undertake any other duties as required in line with the role

Organisational Responsibilities

- Adhere to Bury Hospice standards, policies and procedures and champion our values.
- Take responsibility for personal learning and development; complete mandatory training and refreshers as required.
- Comply with GDPR and handle confidential data appropriately.
- Raise and escalate any safeguarding concerns appropriately, following policy.
- Implement Health & Safety policy and safe systems of work in line with statutory regulations.
- Promote equality, diversity and inclusion in all activities.
- Follow incident-reporting processes to support continual learning and improvement.
- Observe Infection Prevention and Control policies and procedures.
- Support the culture of volunteering, including role-managing volunteers where appropriate.

Person Specification

Attributes	Essential	Desirable
Qualifications	GCSE (or equivalent) in Maths and English	Fundraising, marketing or related qualification
Experience	Experience in fundraising, events, sales, marketing or a customer-facing role Experience of working towards targets	Experience across more than one fundraising income stream Experience working with volunteers or community groups Experience of budgeting or evaluating performance

<p>Skills & Knowledge</p>	<p>Strong communication and interpersonal skills</p> <p>Ability to build relationships with a wide range of people</p> <p>Good organisational and planning skills</p> <p>Ability to manage a varied workload</p> <p>IT skills including databases and Microsoft Office</p>	<p>Understanding of fundraising regulations and best practice</p> <p>Experience using data or insight to inform activity</p> <p>Knowledge of the local area</p>
<p>Personal Attributes</p>	<p>Friendly, approachable and enthusiastic</p> <p>Well organised and able to manage competing priorities</p> <p>Confident communicator and representative</p> <p>Flexible and adaptable</p> <p>Creative and open to new ideas</p> <p>Committed to the values of Bury Hospice</p>	
<p>Other Requirements</p>	<p>Full UK driving licence (or ability to travel)</p> <p>Willingness to work evenings and weekends</p> <p>DBS check required</p>	

This job description outlines the main responsibilities of the role and may be reviewed and updated as required.